



Personnel and Administrative Policy and Procedure

SUBJECT: Sick Leave	EFFECTIVE DATE: January 15, 2008 REVIEWED: AUGUST 2011 REVISED: January 1, 2016
CATEGORY: 200 POLICY NUMBER: 200.51	CROSS REFERENCE: AFSCME contract, Article 12 A, Sick Leave; MPEA contract, Article 13 A, Sick Leave; FMLA Policy and Procedure Fitness/Wellness Leave Policy 200.20; Return to Work Policy 200.50

Purpose: To provide guidelines for the accrual and use of the sick leave benefit made available to employees.

Definitions: Immediate Family Member: For purposes of sick leave, immediate family member is defined as spouse, spousal equivalent, parent, grandparent, child, step-child, foster child, grandchild, brother or sister, mother-in-law and father-in-law, grandparents-in-law, legal guardian or other relatives residing in the employee's immediate household.

Scope: All employees. Negotiated contract language will prevail for represented employees.

Policy: Employees may use their allowance of sick leave only for actual illness, disability or medical appointments of the employee or an immediate family member as defined above.

Paid sick leave for regular fulltime employees shall accrue at the rate of eight (8) hours of leave for each full calendar month of service. Part-time employees working .5 FTE or greater in a regular status positions shall accrue sick leave on a prorated basis as follows:

<u>FTE</u>	<u>Prorated Benefit</u>
1.0 - .9	100%
.89 - .66	75%
.65 - .50	50%

Temporary, seasonal and part-time employees working less than .5 FTE shall accrue sick leave at the rate of one hour for every 30 hours worked. Accrual begins on the first day of employment. Temporary, seasonal and part time employees working less than .5 FTE become eligible to use accrued sick leave after the 91st calendar day of employment.

In order to qualify for pay for time spent on sick leave, an employee shall, unless physically unable to do so, follow this policy and any specific department policies to notify his immediate supervisor of the leave, but in no case shall that notification be later than 30 minutes after the scheduled start time for the employee. The employee must speak to his/her supervisor. If the supervisor is not available, the employee shall leave a voice message for the supervisor and call another person in the department such as a lead worker or receptionist, or also call the supervisor on a cell phone if that number is available. Departments may have additional procedures.

Under no circumstances shall the City pay an employee sick leave if the time off is caused by sickness or injury resulting from outside employment and the employee is receiving workers compensation for the injury or illness. In addition, an employee may not use sick leave if continuing to work at another job during the same 24-hour period for which sick leave is requested.

Sick leave shall be charged at the same rate as earned.

Guidelines for Use

- When an employee is transferred to, or appointed to another department, sick leave credit shall be assumed by the new department.
- Unused sick leave may accrue up to 960 hours for eligible full-time employees and up to the prorated amount for part-time regular status part-time employees working at least .5 FTE. Employees with greater accruals as of June 30, 1983, shall be allowed the higher maximum accrual until termination or retirement.
- Unused sick leave may accrue up to 80 hours for temporary, seasonal and part time employees working less than .5 FTE.
- No sick leave or fitness/wellness time accrues while an employee is in a leave without pay status.
- Unused sick leave at the time of separation from employment will not be paid out to the employee.
- Unused sick leave at the time of separation from employment will be reported to PERS.

On the Job Injury Leave

- When an employee is injured on the job, he/she is eligible to receive time loss compensation in accordance with State statutes establishing Workers' Compensation Benefits. In addition, when an employee on regular status greater than .5 FTE suffers a compensable on-the-job injury, the employee is eligible to receive, for a period of twelve (12) months (365 calendar days), an injury leave supplement equal to the difference between the workers' compensation program payments and the employee's regular net pay. The source of these payments is the sick leave accruals of an employee; therefore, in order to be eligible for the supplement, an employee must have enough accrued sick leave to fund the supplemental compensation.
- Employees represented by the AFSCME and MPEA will refer to their collective bargaining agreements for Injury Leave Supplement Benefits and Restrictions.

Certification of Illness

- The City may require verification of the necessity of absence from work and use of sick leave from the attending physician or other physician designated by the CITY at the City's expense.
- At the City's discretion and expense, the City may direct that an employee be examined by a physician or practitioner of the City's choice to determine if the employee is able to fully perform the duties of his position.

Responsibilities

Employee:

- Notify supervisor according to this policy when taking sick leave.
- Accurately record sick leave taken.